Welcome

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Bidder's Conference Agenda

- Grant Requirements
- Serve Illinois Commission
- National Service and AmeriCorps
- AmeriCorps*State Programs
- 2020-2021 NOFO
  - Application procedures
  - Program requirements
  - Changes
- Q and A

Grant Requirements

- 3 year grant (1 year budgets and measures)
- Recruit, place, and supervise at least 8 FTE/MSY AmeriCorps Members each year
- AmeriCorps Members must be:
  - US citizens and legal permanent resident aliens
  - 18 + (17 with parent's permission)
  - Not convicted of a sexual offense or homicide
- Provide monthly expense reports
- Provide annual grant progress report
- Provide program evaluation once every three years
- Attend phone and in-person training events as required
- Take part in required days of service activities

Serve Illinois Commission

- Mission: To improve Illinois communities by enhancing volunteerism and instilling an ethic of service throughout the State.

- Formed in 1979

- Established in legislative statute in July 2000.

  (PA98-0692, 20 ILCS 2330)

- Commission's stated purpose:

  1. "… to promote and support community service…"

  2. "to stimulate new volunteerism…"

  3. "to serve as a resource…and an advocate…"

- Housed in the Illinois Department of Public Health – Office of Preparedness and Response

Serve Illinois Commission

▶ 40 (25 voting and 15 non-voting) Governor-appointed commissioners

▶ Funds and administer AmeriCorps*State programs

▶ Promotes national days of service

▶ Coordinates training and professional development

▶ Provides volunteers recognition

▶ Collaborates with and advocates for volunteer organizations

▶ Assist in disaster response efforts

National Service

- National Community Service Trust Act of 1993
    - Reauthorized through the Edward M. Kennedy Serve America Act of 2009
- Established the Corporation for National and Community Service (CNCS)
- Required the establishment of state service commissions
- Provides the federal funding for AmeriCorps including
- Focuses service on key national issues
- Expands opportunities to serve
- Builds the capacity of individuals, nonprofits, and communities to succeed
- Encourages innovative approaches to solving problems

National Service Programs

- Senior Corps – Volunteers 55+
  - RSVP – Retired and Senior Volunteer Programs
    - General volunteers supporting community organizations and individuals
  - FGP – Foster Grandparents Program
    - Volunteers in the classroom
  - SCP – Senior Companions Program
    - Volunteers working to keep senior living independently

AmeriCorps

- VISTA – Volunteers in Service to America
  - Elimination of poverty
  - Capacity building
  - 365 days of service
- NCCC – National Civilian Community Corps
  - Descendent of 1930's Civilian Conservation Corps
  - 10 months of service
  - Deployed across country for 4 – 6 weeks at a time
- National Direct and State
  - Direct service
  - 300- 1,700 hours of service
  - Focused on community need

AmeriCorps Programs

- AmeriCorps Programs are:
  - Public or private non-profit organizations
  - Labor organizations
  - Community organizations
  - Faith-based organizations
  - Institutions of higher education
  - States, territories and other government entities
  - Indian Tribes
  - Partnerships of the above

AmeriCorps Service

- "Get Things Done"
- Focus on direct service in the community
  - Tutor and mentoring
  - Assist crime victims
  - Promote health
  - Environmental stewardship
  - Literacy
  - Disaster services
  - Economic development
  - Other community needs

AmeriCorps Members

- Build leadership skills, an ethic of service, and civic engagement.
- Strengthen Communities
  - Programs involve the community
  - Build relationships with faith- and community-based organizations
- Terms of Service:
  - Minimum 8 full time MSY/FTE required
  - Full Time = 1,700 hours of service in 9 to 12 months
  - Three Quarter Time = 1,200 hours
  - Half Time = 900 hours
  - Reduced Half Time = 675
  - Quarter Time = 450
  - Minimum Time = 300

AmeriCorps Member Benefits

▶ Living Allowance

  ▶ Full Time Minimum: $14,279 Maximum: $28,558

  ▶ Not required if less than full time

▶ Education Award

  ▶ Full Time: $6,095

  ▶ Less than full time prorated based on hours

  ▶ Pay student loans or attend school

  ▶ Transferable if Member is over 55 during time of service

  ▶ May be used up to seven years after service

  ▶ Taxable income

  ▶ Not a grant expense

AmeriCorps Member Benefits

▶ Loan Deferment

    ▶ Student loans may be differed during service time (not automatic)

▶ Child Care

    ▶ Available for income-eligible full time Members

    ▶ Not a grant expense

▶ Healthcare

    ▶ Full time Members

    ▶ Program must provide insurance coverage that meets minimum essential coverage if the Member does not have coverage elsewhere

    ▶ Grant expense

Member Prohibited Activities

- While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

    1. Attempting to influence legislation;

    2. Organizing or engaging in protests, petitions, boycotts, or strikes;

    3. Assisting, promoting, or deterring union organizing;

    4. Impairing existing contracts for services or collective bargaining agreements;

    5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any   public office;

    6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

    7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;

AmeriCorps Prohibited Activities

8. Providing a direct benefit to—

    a. A business organized for profit;

    b. A labor union;

    c. A partisan political organization;

    d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

    e. An organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;

AmeriCorps Prohibited Activities

9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;

10. Providing abortion services or referrals for receipt of such services; and

11. Such other activities as CNCS may prohibit.

AmeriCorps*State Programs

- In 2019-2020
  - Illinois has 46 AmeriCorps programs
    - 17 competitive
    - 29 formula
  - About 400 AmeriCorps host sites in over 70 counties
  - Nearly 2,000 Members
  - $13 million in federal funding

AmeriCorps*State Program Funding

- ▶ Two funding streams
  - ▶ Competitive
    - ▶ Applications submitted to CNCS by Serve Illinois
    - ▶ Selected applications will be strongly written and utilize national priority measures
    - ▶ Funding determined by CNCS
  - ▶ Formula
    - ▶ Funds based on state population
    - ▶ Serve Illinois makes final determination

AmeriCorps Illinois Program Requirements

▶ Programs are responsible for:

  ▶ Recruitment

  ▶ Interviewing

  ▶ Background checks

  ▶ Member selection

  ▶ Contracting

  ▶ Timekeeping

  ▶ Supervision
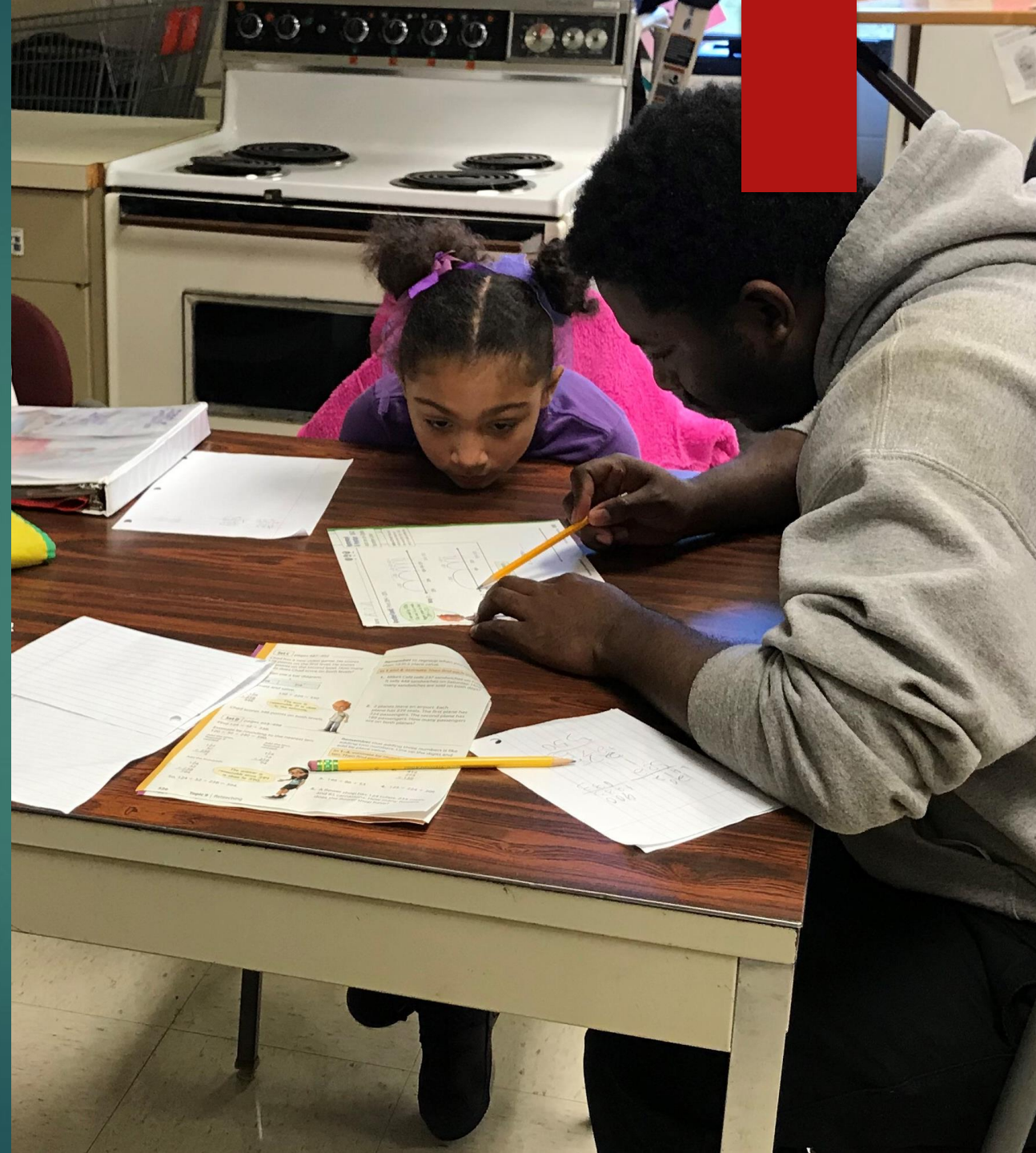
  ▶ Training

  ▶ Close-out

AmeriCorps Illinois Required Participation

- ▶ Commission Sponsored Trainings
    - ▶ Program Director Training (June/July)
    - ▶ Monthly Program Calls
    - ▶ National Service Opening Day (October)
    - ▶ Other trainings as required by Serve Illinois or CNCS
- ▶ Illinois Disaster Corps
    - ▶ All programs must select at 1 to 2 Members to receive additional disaster response training (includes a three day on-site training)
    - ▶ In times of disaster those Members may be deployed to support response efforts
    - ▶ In time of major disasters, any Member may be deployed to assist

AmeriCorps Illinois Required Days of Service

- ▶ Veterans Day of Service – November

- ▶ Martin Luther King, Jr. Day – January
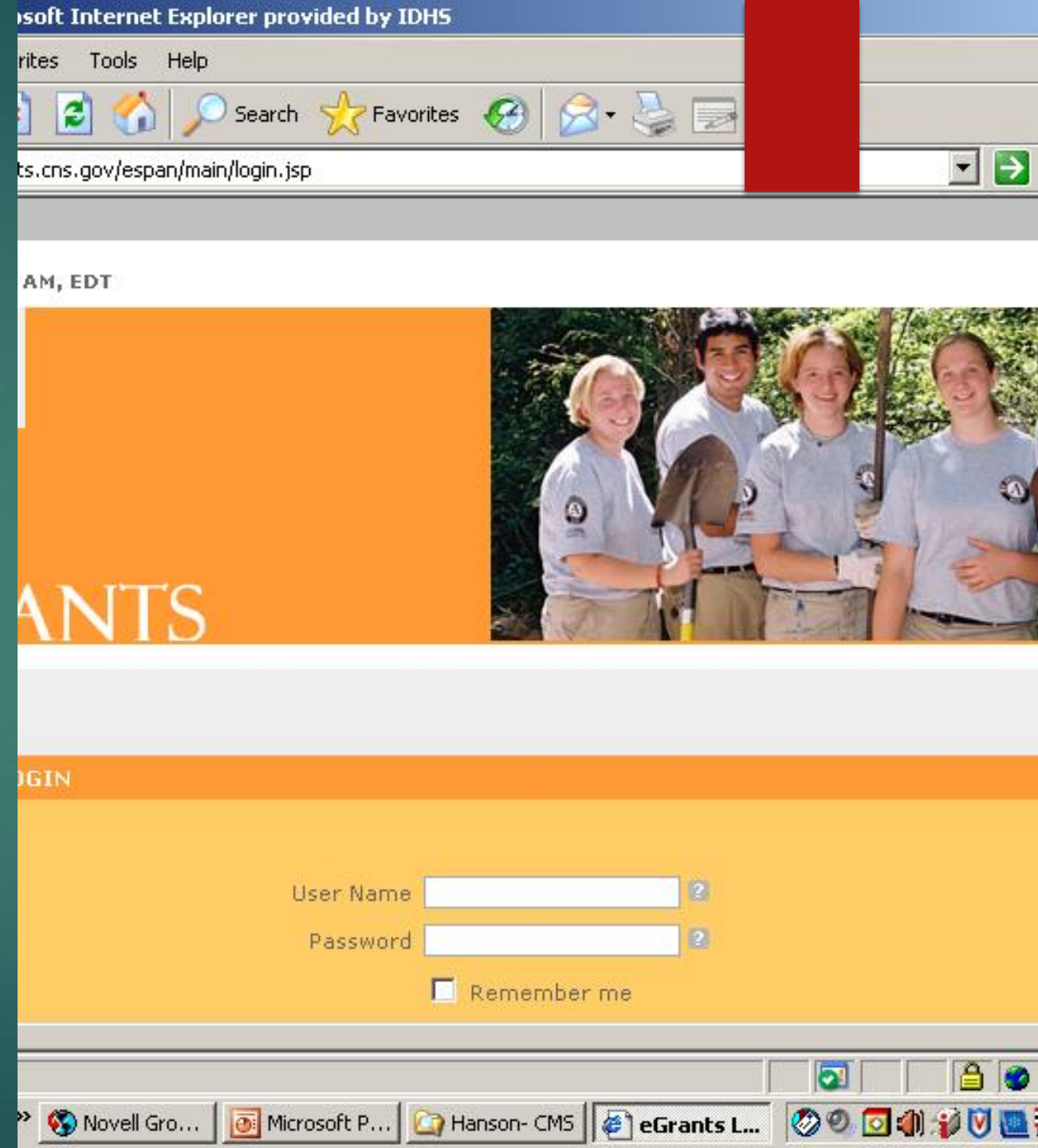
- ▶ AmeriCorps Week - March

Application Timeline

- NOFO Posting Date: September 12, 2019

- Applications Due In eGrants: November 17, 2019

- "Other Documents" Due to Serve Illinois: November 17, 2019

- Application Scoring: January-April 2020

- Serve Illinois Commission Deadline to Submit Applications to CNCS: January 8, 2020

- Competitive Award Notification: May 2020

- Formula Award Notification: May 2020

- Program Start Date:
    - Competitive Programs - No earlier than July 1, 2020
    - Formula Programs – No earlier than August 7, 2020

Application Submission

- eGrants is now live
- Create an account (you will need your organization EIN)
- Begin your application based on the grant numbers provided on the NOFO webpage
- Write your grant in a separate program and copy and paste into the system
- DO NOT wait until he last day to submit. If there is an error on the last day, it will be very hard to correct it.

Additional Documents

- All documents are due via email at 5pm Central on November 17th

  - If documents must be mailed, they must be DELIVERED to Serve Illinois by the deadline

  - DO NOT submit letters of support

  1. Evaluation briefs, reports, and studies

  2. Labor union concurrence

  3. Federal debt delinquency information

  4. Letters of support from consortium members (Intermediary programs)

  5. Financial Management Survey (FMS)

  6. Organizational Chart

  7. Indirect Cost Rate Approval Letter

  8. Audit/Financial Statements (most recent)

Grant Types

- Traditional Cost Reimbursement:
    - Programs reimbursed on a monthly basis based on actual budgeted expenses.
    - Match requirement
- Professional Corps:
    - Full time professionals paid by other means (teachers, police, fire, etc.)
    - Program reimbursed a fixed rate based on the number of Members serving
    - No match requirement
- Education Award Program (EAP):
    - Less than full time Members serve without a stipend
    - Program reimbursed a fixed rate based on the number of Members serving
    - No match requirement
- Full-Cost Fixed Amount:
    - Program follows stipend minimums and maximums
    - Program reimbursed a fixed rate based on the number of Members serving
    - No match requirement
    - Not available to first time programs

Grant types and amounts

- Grant share of your budget may not exceed the following cost per Member service year (MSY/FTE):
  - Traditional Cost Reimbursement: $15,479
  - Fixed-Cost Fixed Amount: $15,479
  - Professional Corps: $1,000
  - Education Award Only (EAP): $800
    - CNCS and Serve Illinois will score well written applications higher if their cost per MSY is less than the maximum

CNCS Priority Areas

- In order to be selected as a priority area program, you must select at least one national priority measure

- Economic Opportunity:
  - Moderate or strong evidence-based intervention (see CNCS website); or
  - Increasing opportunities for communities preparing people for the workforce

- Education
  - Moderate or strong evidence-based intervention (see CNCS website)

- Healthy Futures
  - Moderate or strong evidence-based intervention (see CNCS website); or
  - Reducing and/or preventing prescription drug and opioid abuse

- Veterans and Military Families
  - Positively impacting the quality of life of veterans/military families

- Rural Intermediaries
  - Serving rural areas with limited resources/infrastructure

- Faith-based organizations

Illinois Priority Areas

- Focus Areas:
  - Intergenerational Initiatives
  - Violence Prevention and Intervention
  - Public Health
    - Access to mental health services
    - Promotion of healthy lifestyles
    - Prevention awareness
  - Environmental
    - Conservation
    - Green energy
  - Disaster Preparedness and Response
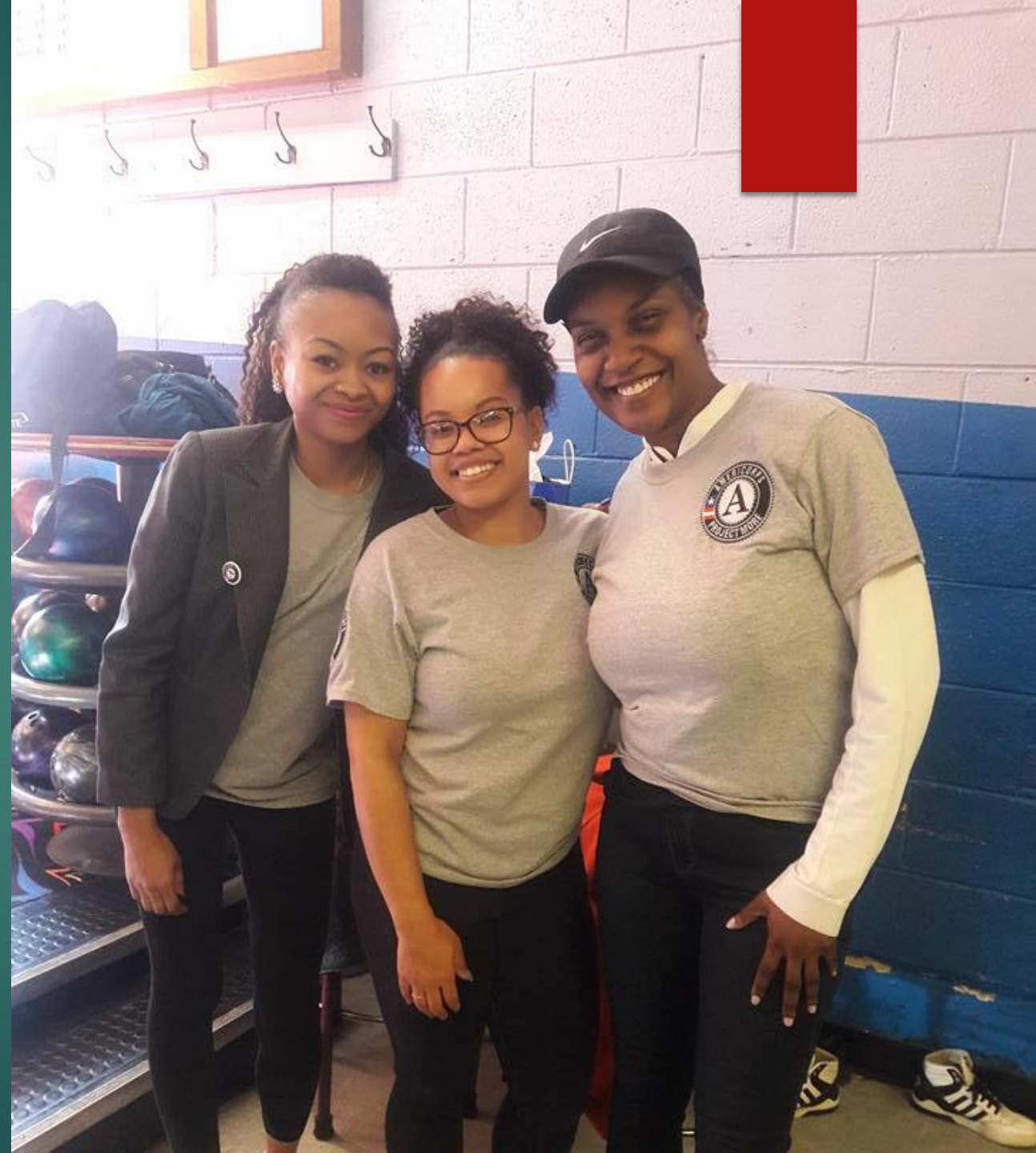 - Summer Education
  - Senior Services
  - Homelessness

Illinois Priority Areas

- Geography
  - Programs that serve areas that are underserved by AmeriCorps
- Target Populations
  - Programs that either recruit Members from or serve people from:
    - Veterans, Military Service Members, Military Families
    - At-Risk Youth
    - Members of the LGBTQ Community
    - People with Disabilities

Performance Measures

▶ All programs must select at least on measure that includes and output and outcome

▶ The output and outcome must align

    ▶ If the output is measuring students, then the outcome should measure students

▶ No double-barreled measures – only measure one thing at a time

▶ Do not make your outcome 100% of your output – allow for drop-off

▶ To be considered for competitive funding, at least one national priority measure must be selected

Narrative

- Executive Summary – 0 points
  - Copy and paste the summary provided. Do not include any additional narrative
- Program Design – 50 points
  - Theory of Change and Logic Model – 24 points
  - Evidence Tier – 12 points
  - Evidence Quality – 8 points
  - Notice of priority – 0 points
  - Member Experience – 6 points

Evidence Base

- To be considered for competitive applications must meet moderate or strong evidence tier requirements

    - Pre-preliminary – no evidence that includes the same intervention

    - Preliminary – one to two pieces of evidence that shows the intervention has a positive impact

    - Moderate – one to two well-designed pieces of evidence using an experimental design from external sources

    - Strong – one to two well-designed pieces of evidence using an experimental design from external sources that show consistently positive outcomes that are linked to the applicants logic model

Narrative

- Organizational Capacity – 25 points
  - Organizational Background and Staffing – 9 points
  - Compliance and Accountability – 8 points
  - Culture That Values Learning – 4 points
  - Member Supervision – 4 points
- Cost Effectiveness and Budget Adequacy – 25 points

Evaluation Plan

- New Programs:
  - Have data collection instruments readily available
- First time recompete (year 4)
  - Submit an evaluation plan in the Evaluation Summary or Plan section
- Second time recompete and all other recompetes (year 7, 10, etc)
  - Must submit an evaluation report as an additional document
  - Must submit an evaluation plan in the Evaluation Summary or Plan section

Budget

- Section 1 Program Operating Costs

    A) Personnel Expenses

    B) Fringe Benefits

    C1) Staff Travel – Including $1,000 to attend CNCS and Commission events.

    C2) Member Travel – Including sufficient funds to attend National Service Opening Day.

    D) Equipment - $5,000 or more per unit.

    E) Supplies – Includes Member Service Gear. Items over $1,000 must be listed individually.

    F) Contractual and Consultant Services

    G1) Staff Training

    G2) Member Training

    H) Evaluation

    I) Other program operating costs

        Criminal History Checks (Budget $75 per covered position)

        Recognition

        Office Space

        Office expenses

Background Checks

▶ FBI Fingerprint Check

▶ Illinois State Police Check

▶ State of Residency Check (unless they are enrolled full time at an Illinois university/college)

▶ NSOPW Check

▶ Truescreen/Fieldprint are available, but the program may use other vendors

Budget

▶ Section 2 – Member Support Costs

1) Living Allowance - Minimum for full time members. Less than full time may receive an allowance, but there is no minimum.

2) Member Support Costs – FICA, Worker's Compensation, Health Care (Full time). No unemployment insurance.

3) Do not budget for Education Awards or child care

Healthcare

- Grantees must provide healthcare that meets minimum essential coverage (MEC) to members serving 1700 hours (full time service) who are not currently covered.

- Programs may provide health insurance to less than full time members if desired.

- Members may stay on their parents or spouses insurance, insurance obtained on the Federal Marketplace (Bronze level minimum), Medicaid, private insurance or military benefits.

- Grant funds may not be used to cover dependents

Budget

- Section 3 – Administration Costs

  - Federally Approved Indirect Cost Rate (IDC) Method, 5%/10% Fixed Administrative Cost Method, or De Minimis 10% Method

  - Don't forget that the 5%/10% method allows you to claim 10% of your section 1 and 2 totals as match

  - The Serve Illinois Commission will retain 1% of all CNCS grant dollars for monitoring, training, and technical assistance costs to support programs in the portfolio. Follow the application instructions to note this calculation.

  - Source of funds must be listed and equal the match amount. Not of the source of funds are "secured" or "proposed."

Match

- Matching Funds Requirement (Traditional)
  - Overall match (Total of Sections 1, 2, and 3)
  - eGrants rounds up, so double check your match calculation by hand
    - Years 1, 2, & 3, match = 24% of budgeted funds.
    - Year 4 = 26%
    - Year 5 = 30%
    - Year 6 = 34%
    - Year 7 = 38%
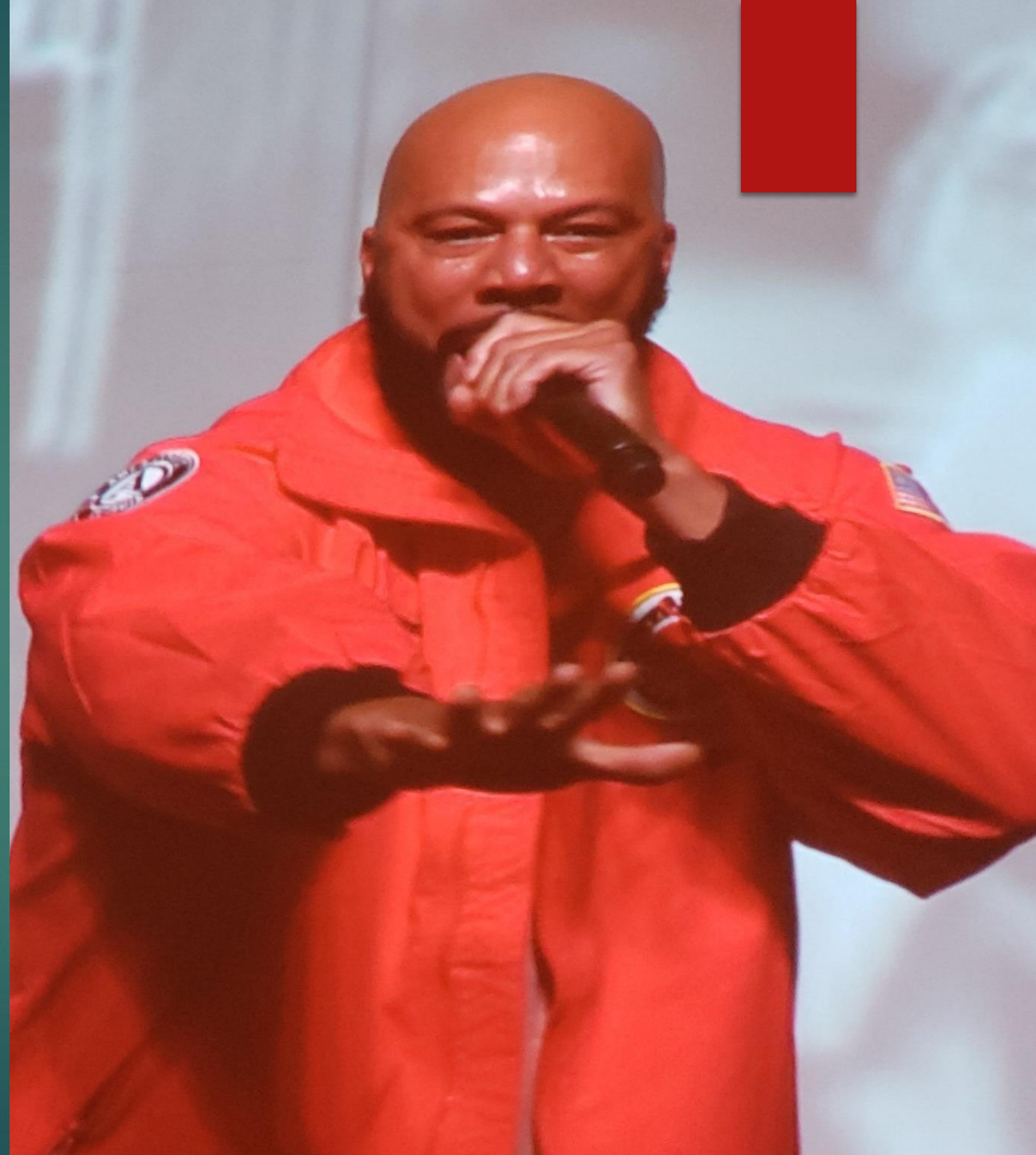   - Year 8 = 42%
    - Year 9 = 46%
    - Year 10 = 50%

Page Limits

- Applications must not exceed 10 pages (12 for rural intermediaries)
  - Includes:
    - SF-424 Face Sheet
    - Executive Summary
    - Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives
  - Does not include:
    - Performance measures
    - Budget
    - Other Documents
- Continuation applicants - Continuation narrative – six pages

Continuation

- Continuation applicants will make all changes in the continuation section of the narrative. If there are no changes, write "N/A".

- Continuation applicants may request:

  - Expansion (budget, MSY, slots)

  - Changes in Operating Sites

  - Significant Changes in Program Scope or Design

  - Changes to Performance Measures

  - Significant Changes to Monitoring Structures or Staffing

  - Budget revisions

Reminders

- No applications will be accepted after November 17th at 5:00pm

- Write your narratives out in a separate program

- Check you page limits

- Review all Serve Illinois and CNCS documentation

- We will use the email you provided for future communication

Q and A

▶ Address questions to: DPH.ServeIllinois@illinois.gov

▶ Answers to questions will be posted on the Serve Illinois Commission website in an FAQ section at a later date